



YOUTH MUSEUM SPECIALIST Early Childhood Development Assignment

SALARY RANGE: (43) \$ 38,708.80 - \$52,270.40 Annually

Open Monday, June 16, 2003 through Friday, June 27, 2003 at 5:00 p.m.

City of Mesa Mission

We are dedicated to providing superior services to our customers in order to improve the quality of life for Mesa residents, businesses and visitors.

Arizona Museum for Youth

One of USA Today's top ten nationwide places for kids, with exhibits that engage!

The Arizona Museum for Youth (AMFY) introduces children to the visual excitement and cultural enrichment provided by fine arts. The environment is especially designed to titillate the imagination, stimulate the mind, and captivate the eye.

Traditional displays of museum-quality artwork are combined with participatory activities, which enhance and reinforce the visual experience. A new permanent exhibit and three annual changing exhibits encourage creativity in a hands-on environment.

An Art Museum you can "kid" around in is growing and expanding.

We have:

- Amazing Coworkers
- Challenging Work
- Competitive Pay
- Fun Environment

Be Part of a World Class Team,
and apply today!

**The City of Mesa respects, values,
and welcomes diversity in our
workforce.**

**To this end, we encourage all
interested people to apply.**

The Position

A Youth Museum Specialist is responsible for working as a member of the professional museum team in: planning, researching, coordinating, and implementing and maintaining innovative exhibitions at the City's Arizona Museum for Youth (AMFY).

The Early Childhood assignment is responsible for planning, implementing, and maintaining Early Childhood gallery experiences for children ages 0 - 5, their parents, teachers, care providers, and other adult learners. Work includes research and development of education-related programs, projects, exhibit content, etc., to maintain high quality programming and safety, and maintain compliance with appropriate guidelines. Will be responsible for creation of informational materials and handouts for patrons and staff, training and supervision of the Early Childhood Program Coordinator, and serving as the AMFY liaison with the Early Childhood community. Will assist with exhibit installation, which may require painting, sanding, and various other duties performed in the Museum's fabrication shop.

Experience/Education

Requires any combination of training, education, and experience equivalent to a Bachelor's Degree in Education, Fine Arts, or related field such as: Art Education or Early Childhood Development, and considerable (3 - 5 years) professional-level experience working in the Early Childhood Development field. A Master's Degree, some experience in a museum setting or similar institution and bilingual (English/Spanish) skills are preferred.

Special Requirement: Must possess a valid Arizona Driver's License by hire date.

Application and Selection Process

Applications must be physically received in our office by 5:00 p.m. on the closing date to be considered. To obtain an application and supplement, interested applicants may access the City website, call, or visit the City of Mesa Personnel Office.

APPLY: CITY OF MESA PERSONNEL OFFICE
SOUTH CENTER STREET CAMPUS
200 S. CENTER STREET, BUILDING 1
MESA, ARIZONA 85210

MAIL APPLICATIONS TO:
PERSONNEL OFFICE
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.cityofmesa.org/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

- Applications and supplements will be reviewed and the most qualified applicants will be placed on a list.
- From this list, applicants may be selected for an interview and/or for additional testing.
- All applicants will be notified of their status by mail.
- Final selection will be made by the appropriate Department Manager.

JA4317.DOC SB/jb/ch

We've Got You Covered...

- Health/Medical Insurance
 - HMO
 - PPO (Blue Cross/Blue Shield)
- Dental Insurance (w/orthodontics)
- Vision Plans (2 to choose from)
- Prescription Drug Discounts
- Life Insurance
 - Supplemental
 - Accidental Death and Dismemberment
- Commuter Insurance
- Long and Short Term Disability

And Make Sure You Have "Time for You"...

- Biweekly Pay
- Vacation for Full-time Employees
 - 12 Days Per Year for First 2 Years
 - 18 Days Per Year After 2 Years
- Holidays - 10 Paid Holidays
- Sick Leave 12 Days Per Year
- Sick Leave Conversion - 1 Sick Day Converts to 1 Vacation Day After Accruing 1040 Hours of Sick Leave
- Family Medical Leave Act - 12 Weeks
 - Serious Illnesses
 - Maternity/Paternity/Adoption
- Bereavement Leave
- Military Leave
- Jury Duty/Witness Leave
- Voting Leave

By Providing a Flexible, Employee-Focused Work Environment...

- Career Development
 - Career Counseling
 - Promotional Opportunities
 - Onsite and Offsite Training
- Credit Union
- Direct Pay Deposit
- Educational Assistance
 - Tuition Reimbursement - based on availability of funds
- Employee Programs
 - Community Spirit Program
 - Flexible Spending
 - Child Care Expenses
 - Health Care Expenses
- Medical Leave Assistance
- Service Awards
- Suggestion Program "Idea Club"
- Free Parking
- Flexible Work Environments (Based on Supervisor's Approval)
 - Business Casual Dress
 - Flexible Hours
 - Job Sharing
 - Telecommuting
- Payroll Deductions
- Referral Programs
 - Childcare
 - Elder Care
 - Employee Assistance Program (EAP)

Benefits Subject to Change, and Merit System Rules

And, Special Incentives, (if qualified)...

- Bilingual Compensation
- Call-Out Pay
- Comp Time/Over Time
- Deferred Compensation (City Contributions)
- Employee Recognition (STAR Program)
- Mileage Reimbursement
- Shift Differential
- Standby Pay
- Bus Passes
- Uniform Allowance Including Safety Shoes

And, Help You Plan for Your Financial Future...

- Exceptional Retirement Plan With Defined Benefits
- Arizona State Retirement (ASRS)
- Public Safety Personnel Retirement (PSPRS)
- Deferred Compensation 457 Plan
- Retiree Benefits
 - Dental
 - Medical
 - Vision
 - Social Security

EMPLOYMENT INFORMATION

- If you would like a copy of the essential functions of this position, please contact the Personnel Office. Every effort will be made to process your application in a timely manner. The selection process ensures a very thorough review of all applications to determine those who meet the minimum requirements for this position. Due to the large number of applications received for most positions and the thoroughness of the screening process, the review and response to applications requires up to four weeks to complete.
- Please wait to hear from us; do not call the Personnel Office to check on the status of your application. You will be notified by mail when the review is completed.
- If mailing your application through U.S. mail, please use the P. O. Box 1466, Mesa, AZ 85211-1466 address and allow three+ days for receipt. If using an overnight mail service, be sure to use the 200 S. Center St., Bldg. 1, Mesa, AZ 85210 street address.

PRE-EMPLOYMENT REQUIREMENTS

- Approval of employment by the Department Manager.
- Passing a drug screen.
- If required by the position, passing a scheduled physical examination paid for by the City.
- Successful completion of background investigation.
- All applicants hired by the City must provide official verification as to identity and work authorization.

PLEASE NOTE:

- If you are invited to a testing process and might require reasonable accommodation to participate, please advise the Personnel Office at the time you are contacted.
- All applications (and supplements) must be signed and must be submitted to the Personnel Office by the closing date.
- The City of Mesa considers each applicant for City employment only on the basis of his or her qualifications for the job and without regard to race, color, religion, sex, marital status, age, disability, national origin, or any other non-job-related factor.
- City Policy allows the hiring of relatives of current City employees into the same department as the currently employed relative. However, relatives may not work for the same immediate supervisor if the related employees are physically located in the same work area/office. An employee who has the authority may not appoint or recommend a relative to any position within the same chain of command.
- Department Managers, the City Clerk, the Presiding City Magistrate, Mayor, and City Councilmembers, and Council appointed boards and committee members will not be allowed to have a relative employed in any City department.

EMPLOYMENT APPLICANT PROFILE SHEET

The City of Mesa is pursuing an Affirmative Action Program to continue equal employment opportunity in its hiring practice. Please help us in this effort by completing the information below. The completion of this form is not mandatory, but your cooperation is appreciated. Your information will assist us in monitoring the effectiveness of our program and in keeping records required by the federal government. Profile information will be kept separately from your application and will **not** be used to discriminate in any way in the employment process.

PERSONNEL DATE STAMP ONLY

TITLE OF JOB FOR WHICH YOU APPLIED: _____

NAME: _____ **DATE:** ____/____/____
Last First Middle Name or Initial

SEX: _____ **Female** _____ **Male** **DATE OF BIRTH:** ____/____/____

Please select one race/ethnic category below (as defined by the Equal Employment Opportunity Commission) that you most identify with.

___ **White** (W) (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Black** (B) (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

___ **Hispanic** (H): All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

___ **Asian or Pacific Islanders** (A): All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

___ **American Indian or Alaskan Native** (I): All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

___ **Other** (O): All persons not identified with the above categories.

Do you have a physical or mental disability as defined by the Americans With Disabilities Act? ____Yes ____No

Are you a Veteran? ____Yes ____No

A DD214 must be attached for veteran preference points on an initial scored exam. **If no exam is scheduled, the DD214 is not needed.** (See job announcement selection process to determine if an initial scored exam is scheduled).

If you are a veteran, have you attached a copy of your DD214? ____Yes ____No

How did you learn of this recruitment?

___ Walk-in (WI) ___ Job Hotline (JH) ___ Tucson Star (TS)
___ Mesa Tribune (MT) ___ Arizona Republic (RG) ___ Spanish Newspaper (SP)
___ Internet (NT) ___ Job Fair (JF) ___ Arizona Informant (AI)
___ City employee notified me of opening (EN) ___ I am a current employee (CE) ___ Asian Times (AT)
___ Community Svc. Org. (Specify-DES, etc.) _____ (CS)
___ Other (O) - Specify (Examples: Cable TV, College Placement, etc., please specify source here): _____



CITY OF MESA EMPLOYMENT APPLICATION

Personnel Division, 200 S. Center Street, Building #1

P. O. Box 1466, Mesa, AZ 85211-1466

- * Read the job announcement before completing the application. Request a copy if one is not provided.
- * Please type or print neatly in ink (preferably black). Do not use pencil.
- * Answer all questions completely and be sure to sign the application.

Position Applied For:	
Name (Last, First, Middle):	
Address: (Street - Apt. # or Mailing Address)	
(City, State, Zip Code)	
() Area Code	() Home Phone
() Area Code	() Work/Message Phone
E-mail Address:	
Are you related to any City of Mesa employee or a member of City Council, Advisory Board, or Commission? If yes, Name(s):	<input type="checkbox"/> No <input type="checkbox"/> Yes Dept./Board, etc. _____ Relationship(s) to you: _____
Are you 18 years of age or older?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Did you receive a high school diploma or GED?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Circle highest grade completed: 5 6 7 8 9 10 11 12 College 1 2 3 4 5 6	
Names of Colleges or Universities Attended	
From	To
Degree	Major & Minor
Other Schools: Technical, Business, Trades, etc.	
From	To
Courses Studied	
Do you have a valid Driver's License?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what state (AZ)? _____
Do you have a current Commercial Driver's License?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what class (A, B, C)? _____
Registrations/Certifications/Licenses/Special Skills/Professional Memberships: _____	
Have you ever been employed by the City of Mesa? <input type="checkbox"/> No <input type="checkbox"/> Yes (Not through temp agency)	
If you are a City employee now, indicate approximate original City of Mesa hire date: _____	
and current pay range and step: _____ Employee #: _____	
Have you ever been fingerprinted for the City of Mesa? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, indicate approximate date _____ and position title _____	

* Please read the Position Description in the job announcement to guide you in describing your experience. Your experience, and the way you describe it as it relates to the position you apply for is important.

* Start with your present or most recent position.

* **List complete work experience.** If more space is required, fill out a blank sheet of paper or use the **Employment Application Addendum**. Include military and volunteer experience.

Do not write "See Resume" in the spaces below instead of completing the following employment record.

PRESENT/

MOST RECENT EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

May we contact your present employer/supervisor? ☐ Yes ☐ No

PREVIOUS EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

Since your 18th birthday, have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense? ☐ Yes ☐ No

Please be very careful in completing this section. The Personnel Division will verify this information. The City of Mesa highly values integrity. It is essential that you be honest and truthful. The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.). Such convictions may have resulted in a fine(s), community service, probation or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.

Offense

Approximate Date (Month/Year)

Certification of applicant: (Read your answers carefully before signing below.)

I hereby certify that all answers to the questions on this application are true, and **I understand and agree that any misstatement or omission of material facts contained in this application and materials attached may disqualify me or be cause for dismissal from employment with the City of Mesa.** I hereby expressly approve the City of Mesa to verify the accuracy of the statements on this application and attachments. Prior to an offer of employment, a drug screen, medical evaluations (depending on the position requirements), and fingerprinting for background checks through the Dept. of Public Safety and the Federal Bureau of Investigation will be required. I also understand that it is my responsibility to keep the Personnel Division advised of any change of address, and once submitted, this form and all materials attached become the property of the Personnel Division.

SIGNATURE

DATE

EMPLOYMENT APPLICATION ADDENDUM

POSITION APPLIED FOR: _____

NAME: _____

Last

First

Middle

List complete work experience. If more space is required, fill out a blank sheet of paper or use the Employment Application Addendum. Include military and volunteer experience.

Do not write "See Resume" in the spaces below instead of completing the employment record. The amount of experience, and the way you describe it as it relates to the position for which you are applying, is important. Read the Position Description listed in the job announcement to guide you in describing your experience.

PREVIOUS EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

PREVIOUS EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

PREVIOUS EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

PREVIOUS EMPLOYER _____

Position Title _____ City/State _____

Supervisor's Name/Title _____ Supervisor's Phone # _____

Employment Dates From _____ To _____ Hours/Wk _____

Major Duties _____ Salary _____

Reason for leaving _____

PRINT NAME

SUPPLEMENTAL APPLICATION

FOR

YOUTH MUSEUM SPECIALIST

1. Describe the scope and depth of your experience in each of the following areas. If more than two employers for any one kind of experience, describe the work which best prepared you for this position. **Please note:** The number of years/months of experience refers to specific number of full-time years performing the work described, not necessarily the total number of years employed.

A. Researching, planning, and implementing Early Childhood (ages 0 - 5) programs:

Employer: _____ # of Yrs./Mos.: _____

Employer: _____ # of Yrs./Mos.: _____

B. Liaison with Early Childhood community:

Employer: _____ # of Yrs./Mos.: _____

Employer: _____ # of Yrs./Mos.: _____

C. Member of museum team:

Employer: _____ # of Yrs./Mos.: _____

Employer: _____ # of Yrs./Mos.: _____

(CONTINUED)

D. Bilingual (English/Spanish):

Employer: _____ # of Yrs./Mos.: _____

Employer: _____ # of Yrs./Mos.: _____

2. Mark an "X" on the lines below which software programs you have used and indicate the version (if applicable) and the appropriate proficiency rating for your skills using the software as they relate to this position.

1 = Basic Understanding by limited experience 2 = Fair work experience
3 = Good work experience 4 = Extensive work experience

Software Program		# of Years of Work Experience	Current Proficiency Rating			
			1	2	3	4
___ MS Word	Version _____	_____		_____		
___ Word Perfect	Version _____	_____		_____		
___ Excel	Version _____	_____		_____		
___ Lotus 123	Version _____	_____		_____		
___ Access	Version _____	_____		_____		
___ Front Page	Version _____	_____		_____		
___ HTML		_____		_____		
___ Other _____		_____		_____		

3. List the coursework or formal training you have completed which is related to this position:

Coursework or Formal Training	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(CONTINUED)

4. What would be your first three goals in developing this new position?

5. Within the past five years, have you been found responsible for, plead no contest to, or admitted responsibility for any traffic violations? ☐ Yes ☐ No

Traffic violations may include, but are not limited to: Driving Under the Influence (DUI); Driving While Intoxicated (DWI); failure to: yield, stop at stop sign or red light, appear in court; driving on a suspended or revoked license, no proof of insurance/registration, reckless driving, speeding, etc. Such violations may have resulted in citations, community service, fine, revocation/suspension of license, traffic school requirement, etc.

Violation

Approximate Date (Month/Year)

I hereby certify that all answers to the questions on this document are true and complete. I understand and agree that any misstatement or omission in this application and the materials attached may disqualify me from this recruitment process or be cause for dismissal from employment with the City of Mesa. Prior to an offer of employment, a drug screen, medical evaluations (depending on the position requirements), and fingerprinting for background checks through the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) will be required.

Signature_____

Date_____

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